

## **KINOULTON PARISH COUNCIL**

### **AGENDA ITEM NO: 11**

#### **AGENDA ITEM: ANNUAL GOVERNANCE STATEMENT FOR 2021/2022**

**PURPOSE OF THE REPORT:** To approve the Parish Council's Annual Governance Statement in the Annual Governance and Accountability Return 2021/2022.

#### **IMPLICATIONS (in relation to duties on the Parish Council)**

- a) **Crime & Disorder**<sup>1</sup> – No implications arising from the Report have been identified.
- b) **Biodiversity**<sup>2</sup> - No implications arising from the Report have been identified.

**Date of Meeting: 17<sup>th</sup> May 2022.**

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Kinoulton Parish Council is responsible for ensuring its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for. It is also responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

The Council is required to approve an annual governance statement prepared in accordance with the proper practices in relation to internal control. This forms part of the Annual Governance and Accountability Return (AGAR) with the Council setting out that it agrees "Yes" or "No" with the Assertions set out in the Report. The proposed response to the Annual Governance Statement 2021/22 is set out below:

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<sup>1</sup> Section 17 Crime and Disorder Act 1998 requires parish councils to consider the impact of all their functions and decisions on crime and disorder in their local area.

<sup>2</sup> Section 40 Natural Environment & Rural Communities Act 2006 requires local authorities to have regard to the conservation of biodiversity in exercising their functions. Biodiversity includes species of plants and animals and the ecosystems of which they are part.

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

KINOULTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		*Yes* means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DATE OF MEETING

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

### Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

ENTER PUBLICLY AVAILABLE Kinoulton.com WEBSITE/WEBPAGE ADDRESS

## Recommendation

It is recommended that the Council resolve the following:

1. We acknowledge as members of Kinoulton Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of accounting statements. We confirm, to the best of our knowledge and belief, that the Council has met the governance requirements and is able to respond "Yes" to all applicable Assertions set out in the Report.
2. Approves and authorises the Chairperson and the Clerk to the Council to sign the Annual Governance Statement in the Annual Governance and Accountability Return 2021/22.